

### ***DELPHI Skills Assessment for AP Credit Card Holder***

**Check** the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

		<i>Proficiency</i>						
<b>Skills</b>	<b>Does not apply to my job</b>	<b>I don't know how</b>	<b>I need help</b>	<b>I can do with written steps</b>	<b>I can do with some help</b>	<b>I can do without help</b>	<b>I can explain what I am doing</b>	<b>I can teach someone else</b>
<b>Basic Navigation</b>								
<b>Review</b>								
Review and validate credit card transactions entered into the system								
Update transaction distributions								
Forward validated information to the Credit Card Administrator								